

SMES PEC Meeting Minutes

January 23, 2024

Attendees: Father Tran, Deborah Welsh, Peter Tang, Elisabeth Pujianti, Jansen Tomas, Tania Di Liello, Lisa Smith, Ed Paclaon, Casey Sisk

Guest: Laura Do

Regrets: Darleen Mangalindan

Call to order: 5:21 pm

Prayer – Faith Formation all together

Review November Minutes: *Tabled*

Reports:

Pastor:

- *Father Mark Gazin and Father Patrick Le, are both on vacation*
- *New Family (Kindergarten) interviews are taking place*

Chairperson:

- *Careers page on school website - continuing to work on this*
- *Cash handling policy developed for review by PEC*
- *Has started slides for AGM Powerpoint presentation*

Vice Chairperson:

- *Accounts Receivable: 3 families in arrears; 2 on-going and 1 new*

Events and Fundraising:

- *see written report for details*

PPP:

- *Laura Do, Lisa Luongo Smith and Tania Di Liello met; a new streamlined PPP form has been created*

Principal:

- *see written report for details*

Teacher:

- *see written report for details*

Treasurer/Financials:

- *Reviewed December financials (revenues and expenses)*

- *Motion passed to approve December financials. Lisa motioned and Jansen seconded.*

OLD BUSINESS

- **Uniform Contract**
 - *Deborah confirmed that a new contract has been signed with McCarthy Uniforms (effective November 2023 - until December 31, 2027)*
- **2024-2025 Tuition**
 - *Discussion ensued*
 - *It was agreed that \$410 for Category 1, 1 child was reasonable given the guidelines from CISVA*
 - *Motion passed to approve tuition rate for 2024-2025. Jansen motioned and Elisabeth seconded.*

New Business

- **Summer Camp Proposal**
 - Deborah discussed that an EA is looking into offering a summer camp @ SMES - proposal yet to come
- **AGM**
 - Reviewed the format
 - Noted that Laura Do would be introduced as the new PPP head (Tania's last year)

Father Tran closed the meeting in prayer @ 6:27 pm.

Meeting adjourned at 6:28 pm.

Next meeting – February 20, 2024 @ 5:15 pm